

**GEORGIA
STATE BOARD OF WORKERS'
COMPENSATION**



2016 ANNUAL EDUCATIONAL CONFERENCE

EXHIBITOR INFORMATION PACKET

- The location of the SBWC Annual Educational Conference is the Hyatt Regency Atlanta Hotel.
- For those who exhibited the prior year (2015) – you will receive priority in registering! You will be given **THREE DAYS** to register and afterwards, the remaining workers' compensation community will be allowed to register.
- The location of the food and beverages will be determined by the Hyatt staff based on additional events that will take place in the exhibit hall.
- The cost to exhibit is \$1,300.00.
- The link will be emailed to the email addresses you provided. All exhibit registrations **MUST** be done online – even if you are paying with a check.
- This year's theme is FOOTBALL (NFL & COLLEGE)!
- Booth placement is still based on a **first come – first serve basis**. During the registration process you will have the opportunity to select **ten** booths that you are interested in. If neither of the booths is available at the time I receive your online registration – I will call you so that another booth can be selected. The booths are assigned according to the time that I receive your online registration. For instance – if I receive "Company A's" email registration confirmation at 10:35 a.m. and "Company B's" registration at 10:37 a.m. – I will first select the booth for Company A and then Company B.
- Booths **will not** be held or reserved under any circumstances. You are guaranteed a booth once you go online, register, select check or credit card and click on the submit button on both screens. If you select "check" as a form a payment – the check **must** be received in our office within 14 business days – if not – then your booth will be released back into the pool. **Your booth is not guaranteed until payment is received.**
- Before registering, please make sure that you have the correct billing address for your credit card. You may want to first contact the bank to ensure you have the correct information. 99% of the time a registration does not go through because an incorrect address has been entered.
- **Please know that assigning booths is a very time consuming process. Each company representative is contacted directly in order to confirm their booth number before moving to the next company. For the past couple of years – the Board has sold at least 80% of the booths in the first two days. Therefore, it may be a week before you receive information regarding your booth assignment. Once the booths sell out – the registration website will shut down. At that point a waiting list will begin. Again, if you plan to pay with a check – select "Check" as the payment option.**

Exhibit Alert! Exhibit Alert! Exhibit Alert!

ATTENTION EXHIBITORS

THE GEORGIA STATE BOARD OF WORKERS' COMPENSATION ANNOUNCES YOUR EXHIBIT OPPORTUNITY

AT OUR

~ 2016 ANNUAL EDUCATIONAL CONFERENCE ~

MONDAY, AUGUST 29, 2016 – WEDNESDAY, AUGUST 31, 2016

HYATT REGENCY ATLANTA HOTEL

265 PEACHTREE STREET

ATLANTA, GEORGIA 30303

For Hotel Reservations Use the link below:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14136723

If you have any questions concerning your reservation you can call 800.421.1442. If you have any questions concerning the hotel you can call 404-577-1234.

Special Conference Rate - \$140.00/night + taxes

Cut-off date for reserving rooms is Thursday, August 4, 2016

In order to maximize your networking opportunities, the Exhibitor give-away drawings will be **Wednesday** morning and will be posted during the 10:00 a.m. coffee break. Also, the breaks have been extended to 30 minutes to give attendees more time to visit.

PLEASE NOTE:

- ◆ ONLY 155 EXHIBIT BOOTHS WILL BE SOLD (SEE LAYOUT).**
- ◆ PLANS ARE TO COMPLETE THE SELL AND ASSIGNMENT OF ALL EXHIBIT BOOTHS
ALL EXHIBIT BOOTHS AND SPONSORSHIPS BY FRIDAY, APRIL 15, 2016.**

YOU **MUST** REGISTER ONLINE VIA THE BOARD'S WEBSITE - **WWW.SBWC.GEORGIA.GOV** WITH A VISA, MASTERCARD OR AMERICAN EXPRESS. IF YOU SELECT "CHECK" AS A FORM OF PAYMENT – THE CHECK MUST BE IN OUR OFFICE WITHIN 14 DAYS OF REGISTERING OR YOUR BOOTH WILL BE RELEASED.

EXHIBIT BOOTHS ARE ASSIGNED ON A **FIRST-COME FIRST-SERVE** BASIS!

This statewide annual event featuring an exhibit area in the Hyatt Regency Atlanta Hotel will provide maximum exposure for showcasing your products and services to those involved in administering workers' compensation and those who provide services and benefits to injured workers.

CONTRACT FOR EXHIBIT SPACE

**2016 SBWC ANNUAL EDUCATIONAL CONFERENCE – HYATT REGENCY
ATLANTA**

RULES AND REGULATIONS

SCHEDULE – Installation of exhibits must begin on Sunday, August 28, 2016 at 1:00 p.m. and must be completed by 6:00 p.m. on Sunday, August 28, 2016. Take down will begin at 11:30 a.m. on Wednesday, August 31, 2016 and must be completed by 1:00 p.m. **ALL EXHIBIT BOOTHS SHOULD REMAIN OPEN UNTIL 11:30 A.M. ON WEDNESDAY, AUGUST 31, 2016. PLEASE DO NOT PLAN TO BREAK DOWN BEFORE THIS TIME AS A RESULT OF DISMANTLING BEFORE 11:30 WILL RESULT IN FORFEITURE OF BOOTH LOCATION AT FUTURE CONFERENCES.**

CONTRACT FOR SPACE – Space offered on a first-come, first-served basis. The application for space and formal notice of acceptance constitute a contract for the right to use the space assigned. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. In the event that, for any reason, the conference is not held as proposed, the exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred. The State Board of Workers' Compensation reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less the amount the space was occupied by such exhibitor.

RESTRICTIONS ON USE OF SPACE – All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. Aisles must be kept clear. No noise-making devices or public address system shall be allowed. Only one company name per sign is allowed. **Your display cannot block the view of connecting exhibit booths or the aisles of the exhibit areas.** Booths must be staffed at all times during exhibit hours.

CARE OF SPACE – Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was in when taken over. If the space occupied shall be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

INSURANCE – Exhibitors shall furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

CANCELLATION – Written notice of cancellation must be received at least 60 days (June 6, 2016) before the conference date (August 28, 2016) for a full refund; later cancellations will result in 50% refund of rental fee.

LIABILITY – The State Board of Workers' Compensation reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason become objectionable. This reservation includes persons, things, conduct, printed matter, or anything of a character that may be objectionable to the exhibit as a whole. In the event of such restrictions or eviction, the State Board of Workers' Compensation is not liable for any refunds or rentals or other exhibition expenses.

BUILDING RULES AND CITY ORDINANCES – The exhibitor agrees to obey all rules of the Hyatt Regency Atlanta Hotel which may be in existence or which hereafter may be made, and to abide by the rules and regulations of the City of Atlanta Fire Marshall and such other departments whose duties embrace regulations of exhibits, etc. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

FOOD/BEVERAGE ITEMS – The Hyatt Regency Atlanta does not allow food/beverage items from outside vendors although they will be more than happy to assist you in providing any items you may need. Please contact the Hyatt Regency Atlanta at 404-460-6460 for any questions.

MISCELLANEOUS – The State Board of Workers' Compensation reserves the right for final placement of booths. Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material, and not placed in the conference seats or tables. The decision of the State Board of Workers' Compensation must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.

EXHIBIT HOURS :

Monday, August 29, 2016 – 8:00 a.m. – 5:30 p.m. (4:30 p.m.–5:30 p.m. – Meet the Exhibitors Reception)

Tuesday, August 30, 2016 – 8:00 a.m. – 6:00 p.m. (4:30 p.m.–6:00 p.m. – Kids' Chance Silent Auction & Chairman's Reception)

Wednesday, August 31, 2016 – 8:00 a.m. – 11:30 a.m. **(please do not break down before this time)**

It is agreed that all rules and regulations are a part of this contract, and no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by a representative of the State Board of Workers' Compensation.

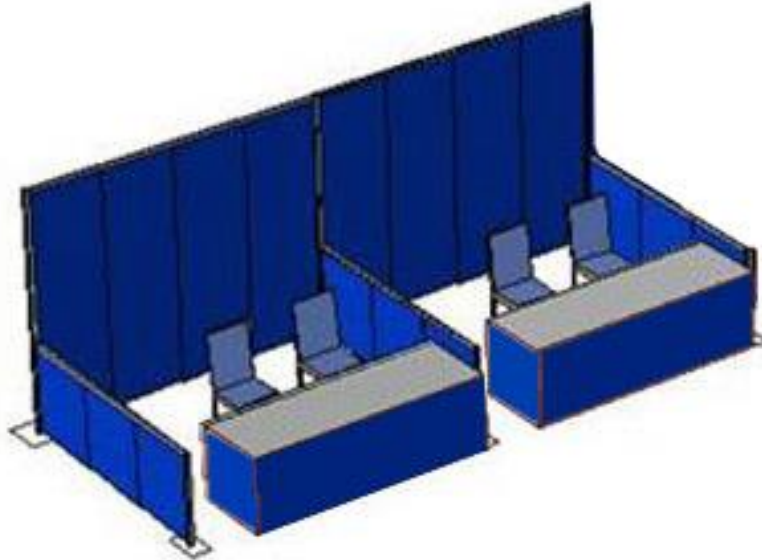
Authorized Signature: _____ Title: _____ Date: _____

Company Name: _____ Email: _____

Please sign and return to:

State Board of Workers' Compensation - Attention: Hilary Williams, 270 Peachtree Street, N.W., Atlanta, GA 30303-1299
williamsh@sbwc.ga.gov / (404) 657-1767(f)

calling all
Vendors



**EXHIBIT AT THE BOARD'S ANNUAL EDUCATIONAL
CONFERENCE!**

\$1300.00 Exhibit Registration Fee Includes:

- One complimentary registration to conference
- Two complimentary booth attendant passes
- One 8' (deep) x 10' (wide) booth
- One 6 inch skirted table
- Two side chairs
- One wastebasket
- One 7" x 44" identification sign
- Pre and Post Conference Attendee List
- Priority Registration for 2017